

MEMORANDUM

July 18, 2003

TO: Courtney
FROM: John
CC: Lee Ann, Shannon
RE: Work for the week of 7/21

Remarks for the Thad Cochran event on Monday evening are in the 2003 speech folder (file name: cochran tribute 072103). I have already sent a copy to Andrew, but be prepared to have another copy ready Monday. Kim Gross has the proclamation for the governor to read at the event.

Remarks for the Labor Management conference on July 23 are also in the 2003 speech folder (file name: labor management conf 072303). I'm also sending this to Andrew, but you may need to have a copy ready Wednesday.

Remarks for the Celebrate America press conference will need to be written; something upbeat and patriotic. You can look back through the speech folders for older patriotic remarks. Talk with Boyd about any particulars for the event.

Remarks also need to be done for the Hammond Hill Congress event on 7/25.

Finally, in the 2003 files folder in the main media folder, there's a file named "jef judin letter 071803." Please get approval on this from Lee Ann, and then print out five original copies on letterhead. Those copies need to be signed (Coleman, I think, can show you how to do the auto-pen) and mailed to Jef Judin at the address on the letter.

I think that's everything. Thanks and have a good week.